

Step No.	Date	Body to Take Action	Action
12		Coordinator	Commitments to Firms — commodity officers write to firms: a) Committing Department to accommodate them in exhibit b) Asking them to confirm their intent to participate c) Asking them to advise their local agents of intended participation d) Asking firms to advise Department if any Canadian representative to attend exhibit e) Enclosing brochure and poster supplied by Fair management
13		Tr Pub Br	Publicity Info to Tr Comm — write Tr Comm: a) Advertising b) Direct Mail Campaign c) Receptions d) Photographs, etc. Also advise other posts in the event they wish to do direct mailing.
14		TFA Div	Manning — report to Tr Comm Serv on manning problems.
15		TFA Div Ex Comm	Proposed Exhibit Layout to Tr Comm
16		E & AS Div	Begin Folder Production — including translation.
17		E & AS Div	Begin Press Releases — editorial work and production.
18		Ex Comm	Design Meeting of Working Committee — to approve tentative design. Copies of minutes to: a) Members of Working Committee b) Tr Comm concerned
19		Ex Comm	Product Specifications Ready — Designer to forward to Coordinator number, sizes, weights, etc. of products for display.
20		Coordinator	Request Products — commodity officers to: a) Ask firms for product samples (giving number, specifications, deadline for receiving)